



Special Occasion License Information

- Special Occasion licenses are issued to nonprofit societies or organizations holding special events at which spirits, beer or wine will be sold by the drink. Examples of such events are fundraisers or wine tastings.
- Special Occasion license applications must be filed at least 45 days in advance of the event. The fee is \$60 per day, per location. The organization must have the license in hand before it can purchase spirits, beer or wine for resale.
- Under a Special Occasion License, beer and/or wine in original, unopened containers may be sold for off-premise consumption at these events if permission is obtained from the Board prior to the event.
- Organizations are restricted to 12 days per calendar year.

How to Obtain an Application and Apply

- Applications are available at any state or contract liquor store.
- An application form will be mailed to you if you request one from our customer service desk at (360) 664-1600.
- Print the application from our Web site:
<http://www.liq.wa.gov/publications/Liq28551%20-%20app%20for%20spec%20occas.pdf>
- Mail your completed application and fee to Liquor Control Board, PO Box 43908, Olympia, WA 98504-3098.

What is a Nonprofit Society or Organization?

A nonprofit society is a group organized and operated for charitable, religious, social, political, educational, civic, fraternal, athletic, or benevolent purposes.

Proceeds from Liquor Sales

- All proceeds from the sale of liquor at a special occasion event must be retained by the nonprofit organization.
- The proceeds may not be paid directly or indirectly to members, officers, or trustees of the organization.
- The organization may compensate members, officers, or trustees for services they perform at the event at the prevailing market rate.

Local Notification Required

The Board is required to notify the city or county authority in which your event will be held. The local authority has 20 days to respond with an approval or objection to your application.

Requirements and Restrictions

- Spirituous liquor must be purchased from a state or contract liquor store.
- Beer or wine may be purchased from either
 - 1) a state or contract store, or,
 - 2) any licensed retailer or distributor.
- Beer or wine may be donated by a winery or brewery if your organization is registered as a "501 C (3)" charitable organization.
- You may not advertise or sell beer, wine, or spirits below cost.
- Manufacturers or distributors may not provide goods or services to special occasion licensees, except as follows:
 - 1) draft beer dispensing equipment
 - 2) advertising services
 - 3) wine pouring or dispensing services at tasting exhibitions or judging events.
- You may not make awards or gifts of liquor.
- Liquor may not be sold or served to any one who appears intoxicated or is under 21 years of age.
- Intoxicated persons or those under 21 years of age may not drink or possess liquor during your event.
- If the event is held at a liquor-licensed premises, the licensed liquor entity may not sell or serve its liquor in the room where the event is being held.

For WSLCB information, visit www.liq.wa.gov.